
AGENDA ITEM _____

Review of Board Policy No. 4407 (Change of Major/Individual Degree Plan), Board Policy No. 4502 (Final Grades), Board Policy No. 4707 (Satisfactory Academic Progress), and Board Policy No. 4708 (Appeal of Financial Aid Suspension).

RECOMMENDED DIRECTIVE

The Board of Regents hereby approves Board Policy No. 4407 (Change of Major/Individual Degree Plan), Board Policy No. 4502 (Final Grades), Board Policy No. 4707 (Satisfactory Academic Progress), and Board Policy No. 4708 (Appeal of Financial Aid Suspension), with amendments, for the purpose of updating and strengthening the policy framework to ensure clarity, consistency, and alignment with institutional practices, applicable U.S. federal requirements, and accreditation standards applicable to postsecondary institutions.

DISCUSSION

Policies and procedures are living frameworks that balance stability and adaptability. While their core principles provide continuity, their specifics must evolve to reflect the institution’s growth and changing needs. As such, the Vice President for Enrollment Management continues to collaborate and work with concerned offices and standing committees to review policies and procedures under Chapter 4.

Board Policy No. 4407 Review of Board Policy No. 4407 (Change of Major/Individual Degree Plan) and Board Policy No. 4502 (Final Grades) were reviewed and endorsed on May 13, 2026, by the Recruitment, Admissions and Retention Committee (RARC), and by the sub-committee of the Curriculum Committee on May 20, 2026.

Board Policy No. 4707 (Satisfactory Academic Progress) and Board Policy No. 4708 (Appeal of Financial Aid Suspension) were reviewed and endorsed by the Financial Aid Committee under the College’s Financial Aid Office on May 21, 2026.

On May 25, 2026, the Executive Committee (EC) reviewed and endorsed all four policies and subsequently forwarded them to the Board of Regents for consideration and approval at its June 9–11, 2026 meeting.

POLICY REMARKS

<i>Board Policy (BP)</i>	<i>Key Amendments</i>
BP No. 4407-Change of Major/ Individual Degree Plan (IDP)	<ul style="list-style-type: none">The policy title is amended from “<i>Change of Major</i>” to “<i>Change of Major/ Individual Degree Plan (IDP)</i>,” reflecting a broader scope that governs not only major declarations but also the IDP curriculum structure guiding students toward graduation.

	<ul style="list-style-type: none"> • Removes <i>rigid course-sequencing delays</i> and the “<i>may wait up to a year</i>” limitation, replacing it with a student-centered, process-based approach requiring academic advisor consultation and formal approval by the Registrar and the Dean of Academic Programs. • Expands <i>advising requirements</i> from general career counseling to comprehensive academic advising, explicitly identifying impacts on degree requirements, academic progress, and time to degree completion. • Introduces a provision clarifying that approval of a change of major <i>does not constitute</i> admission into selective, limited, or competitive programs. • Establishes clear student responsibility for meeting all degree, GPA, residency, and program requirements of the new major based on the applicable catalog term. • Introduces operational timing rules for when a change of major takes effect, aligned with academic calendar deadlines. • Established catalog <i>control principles</i> ensuring IDPs are anchored to the curriculum version in effect at the time of declaration, with structured flexibility for students to elect a newer catalog term subject to approval. • Retains the finality of catalog election with added structure, and introduces a bounded definition of <i>extraordinary circumstances</i> (e.g., institutional error, serious medical issues, documented hardships, etc.), including a footnote clarifying what does not qualify.
BP No. 4502-Final Grades	<ul style="list-style-type: none"> • Establishes a specific <i>two-business-day</i> timeline for grade release after grades are due from instructors each academic term, removing prior <i>ambiguity</i> and improving accountability. • Standardizes the <i>two-week error reporting</i> period, clarifying that the window begins upon official grade release, and expands reporting responsibility to include both the Office of the Registrar and the relevant faculty member. • Introduces a formal <i>finality-of-grade</i> provision, affirming that final grades are official unless changed through an approved process in accordance with College policy. • Establishes a <i>controlled exception mechanism</i> for late grade change requests beyond the two-week period, allowable only with documented error or extenuating circumstances recognized under College policy. • Affirms students’ rights under applicable federal or institutional regulations governing access to and correction of educational records (e.g., FERPA-aligned principles), ensuring legal compliance and institutional transparency.

